

## TIME System Newsletter

### Volume 2018-3

### December 2018

The FBI CJIS Division was in Wisconsin in August as part of their triennial NCIC and N-DEx audits of each state. The purpose of the audits is to verify compliance with the CJIS Division policies and regulations to ensure the integrity and reliability of information maintained in the FBI CJIS systems. I am pleased to announce that our final report for the NCIC audit indicated “no findings requiring a response to finalize the report” and an overall within compliance finding. The N-DEx audit report indicated “resulted in zero findings of noncompliance.” Thank you to all of your agencies that were directly involved in the FBI CJIS audits and thanks to all of you for the work you are doing to keep Wisconsin in compliance.



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Those of you that are directly involved in the entry of Wanted Person records are already familiar with the changes that were implemented related to all felony and misdemeanor warrant entries being entered in both CIB and NCIC Hotfiles. This newsletter goes into more details of those changes but I wanted to also address here the motivation for this change. Providing agencies and law enforcement personnel with as much information as possible is directly related to CIB’s mission statement and is critical to officer safety and the protection of the public. By requiring that all felony and misdemeanor warrants be entered in both databases ensures that officers within and outside of Wisconsin have the knowledge that this person is wanted even though it may not be for an extraditable offense. Since implementing these changes we have seen significant results due to the work at your agencies. Here are some stats comparing the July 1<sup>st</sup> to November 1<sup>st</sup> felony and misdemeanor wanted person statistics; Felony warrants in NCIC increased from 11,900 to 12,705 - a 6.8% increase, Misdemeanor warrants in NCIC increased from 6,654 to 20,685 - a 211% increase. Thank you for your work at your agencies to make this happen!!

For years law enforcement requested the ability to enter Person with Information (PWI) data in a missing person record. This allows for a query of the PWI data which returns the Missing Person record. The perfect use of this is when a driver is queried and there is a juvenile in the car that would normally not be queried. How many of you would query the 2 year old in the car seat? Read the article in this newsletter for more information on this ability that is available today.

Thank you to everyone that attended the September 2018 CIB Conference in Green Bay. We are returning to Green Bay the week of September 9<sup>th</sup> – 13<sup>th</sup>, 2019 for the 20<sup>th</sup> annual CIB Conference, mark your calendars. Please watch for further information and exact dates as they become available.

Please feel free to contact me or any of the CIB staff to discuss your thoughts on how we can continue to improve.

WALT NEVERMAN

Director, Crime Information Bureau

## **Warrant Process Changes**

In July 2018, CIB updated the process for entering felony and misdemeanor state law warrants into the TIME System. Previously, agencies had the option to enter felony and misdemeanor warrants into NCIC & CIB or just CIB Only. This resulted in over 83,000 felony and misdemeanor warrants being entered into CIB Only, all of which are also eligible for entry into NCIC.

The new process requires that all felony and misdemeanor warrants are entered into NCIC. This provides several significant advantages such as providing greater officer safety nationwide as these warrants will now return on queries run by agencies that do not search Wisconsin's CIB database and a greater likelihood of apprehension.



Going forward, your agency may need to change your process by entering these warrants into NCIC & CIB instead of CIB Only. CIB is seeking agencies' cooperation with updating existing warrants by entering them into NCIC as part of the validation process (e.g. if your agency has warrants in CIB Only you would want to re-enter them into NCIC & CIB during, or prior to, the record's validation).

If an agency has multiple warrants for the same person within CIB Only, the agency can remove the most serious warrant from CIB Only and enter that into NCIC & CIB. This means an agency would only need to remove and re-enter one warrant instead of all of them. The agency will want to note in the miscellaneous field that multiple warrants exist.

If an agency attempts to enter a felony or misdemeanor warrant into CIB Only you will receive a reject indicating the transaction is inhibited. If your agency already has a warrant for the same subject in NCIC, you will receive a notification that indicates there is an existing NCIC record on file and your record has been entered into the CIB Only warrant files. Agencies are asked to ensure the warrant for the most serious offense continues to be the one entered into NCIC for officer safety purposes.

Please contact CIB at [CIBTrain@doj.state.wi.us](mailto:CIBTrain@doj.state.wi.us) with any questions.

## **Person Entries and AKA's**

At the 2018 CIB Conference, a discussion took place regarding the entry of AKA's when entering a person record and how many AKA's need to be entered for audit purposes. Attendees indicated that they had received conflicting answers to the question from both NCIC and CIB personnel. There are two ways of looking at this question: one is from the audit standpoint as presented at the Conference, but one must also consider it from an officer information standpoint. This is likely what has caused the conflicting answers. CIB realizes that we must also consider the amount of time it takes to enter the additional AKA data.

For audit purposes NCIC has defined data fields as critical and non-critical. A critical data field is one that impacts the search and the resulting responses (i.e. names, DOBs, social security numbers, etc.). Non-critical data fields are those that provide additional information but would not impact the search results (i.e. skin tone, address, warrant number, etc.). NCIC's search algorithm uses the last name only when searching names. For NCIC audit purposes they consider a record to be complete (all available information is entered) for names if all names are entered that would impact the response results. For example, if a record entered as John James Smith Jr NCIC would not require the entry of AKA's of John James Smith, John Smith, or John J Smith from an NCIC audit perspective for completeness as they would not impact whether the record was returned since the last names are all the same, Smith.

One must also consider the other standpoint which is officer information. Even though a record may return, the officer must make a determination whether the record is the same person that they have stopped. This requires the officer knowing as much information as possible which would include first and middle names even though they are not used by NCIC for searching. For example, wouldn't it be good officer information to know a person's first name is James and not Jesus or a middle name of James vs. Jonathon when only J is entered as a middle initial even though it doesn't impact the NCIC search if the last name for all of them is Smith? It is worth noting here that CIB Hotfiles uses both last name and first names for searching.

Taking all of this into consideration CIB will be moving forward with the following guidelines.

- Person records are to be entered with the name on the source documentation.
  - ☐ If the source document contains middle initial, middle name or suffix and it is not entered in the record as the base name or as supplemental data (AKA) it will be marked incomplete during a CIB audit.
  - ☐ A suffix, middle initial, or full middle name may be entered in the base record when the original documentation does not contain the suffix, middle initial, or only a middle initial as long as documentation is maintained within the case file to show from where it was obtained.
- If a record does not contain a documented complete first or middle names as base record or supplemental names the record will be marked as incomplete during a CIB audit.
- If a record does not contain documented name variations (i.e. Bill vs. William), or any other documented names the record will be marked as incomplete during a CIB audit.
- Records containing complete first, middle and last name sets (i.e. John James Smith) do not require entry of AKA's that contained shortened name sets (i.e. John Smith, John J Smith).

The above guidelines only address the entry of names and do not change the need to enter all available information to assist an officer and communication personnel in making identification determinations.

## Temporary License Plates

Effective January 28, 2018, Temporary License Plates are now being issued by the Wisconsin DOT to customers whose vehicles have failed an emissions inspection. The vehicle must pass an emissions test prior to renewing or obtaining the standard registration and license plates. The purpose of issuing this plate type is to allow vehicle owners the ability to drive the vehicle until they are able to pass the emissions inspection.

The plates are printed on 8"x11" standard white paper; "Wisconsin Temporary Plate" is at the top, followed by the plate number in white text over a black background. The vehicle's make, model, year and last six digits of the VIN are printed next to the expiration date. Customers are instructed to display the plate in the inside of the vehicle's lower driver-side rear window.

For TIME System queries use license plate type "IT".

For TIME System entries use license plate type "TM".



Saginaw Chippewa Tribal  
license plate database is now  
available via Nlets using the MI  
state code.



## Alpha Character Added to Dealer Plates

Effective February 2018, dealer motor vehicle plates issued by Wisconsin DOT will be formatted with an alpha character at the end of the plate number. The previous numeric-only dealer plates will remain in circulation and are still valid if they have not expired.



The alpha suffix will make each plate number unique and accessible in the TIME System. A plate containing a unique number allows it to be used in a TIME System entry for a lost/stolen license plate or stolen/felony vehicle.

## **Account Management:** **Annual User Validation**

The CJIS Security Policy requires agencies to maintain a list of authorized personnel with unescorted access to criminal justice information, validate the list at least once a year and document the validation process. This review should include both TIME System users (eTIME, MDC, Portal 100, etc) and personnel with physical and/or logical access to your secure location, networks, and/or systems.

INTERPOL images are now available via the Full Person Query . Use the Portal100 form 1927 "Query Interpol Person, Travel Document, Vehicle or Gun."



This review should consist of:

- Removing access for those users no longer actively using the TIME System
- Removing access for those personnel with physical/logical access when no longer required
- Ensuring the appropriate access levels are assigned to each user based on their duties
- Ensuring the required background checks were completed

Agencies should review their TRAIN roster to ensure it lists those users who need TRAIN, TIME System, UCR, or WIJIS access. Your TAC or TRAIN Administrator can also run a Certifications Report via the Report Manager in TRAIN. This report lists all users on your roster who have certifications; if you have users who do not have any certifications they will not appear on this list. A TRAIN Handout with instructions on how to run reports via the Report Manager is available on the public side of WILenet:

(<https://wilenet.org/html/cib/L9%20-%202018%20TRAIN.pdf>). Your agency TAC or TRAIN Administrator can also request a Justice Directory Authorizations Report (JDA report) by emailing [CIBTrain@doj.state.wi.us](mailto:CIBTrain@doj.state.wi.us). This report provides a list of users that currently Portal 100, eTIME, WIJIS, UCR, S2S/MACHBot, Online Validations, and Open Search access.

If you have changes or questions, contact [CIBTrain@doj.state.wi.us](mailto:CIBTrain@doj.state.wi.us).

Nlets has created a consolidated query for driver's license query, vehicle registration query and Criminal History Identity queries. When querying using an Out-of-State form, use the Destination Code "NL" for these queries and responses will be returned from all 50 states and Puerto Rico and Guam.



## **Open Search Tips and Tricks**

When searching vehicles, the year of the vehicle make and model are very important in determining which specific make and model codes to use. As vehicles change in style and features over the years, so does how they are entered into the DOT database.

Wisconsin vehicle registration listings are usually straightforward, however searching for a specific vehicle with limited information can sometimes prove challenging. The first task is to determine the vehicle make and model. Some vehicles may have multiple make codes. One trick to help with searching in open search is to use the code lists provided. One example would be the Dodge brand of vehicles, which has two make codes: DODG for Dodge, DODE for Dodge Woodcraft. The same goes for vehicle models, some models may have multiple different packages or styles. For example, if searching for a Chevy Silverado pickup truck, you would use the make code of CHEV, however you would have to choose from a number of different model codes such as SIL, SIL1KW, SIL2CH, SIL2SK, etc. For the Chevy Silverado there are over 25 different model codes in the list and each code will bring back different results since each code correlates with different models of Silverado. This may require you to run multiple searches.

Partial license plate searches have their own limitations so any additional partial plate information a user can enter will help narrow down your results. Adding the City or County the vehicle is kept in will help as well, but only if the City or County where the vehicle is kept matches the information DOT has on file.

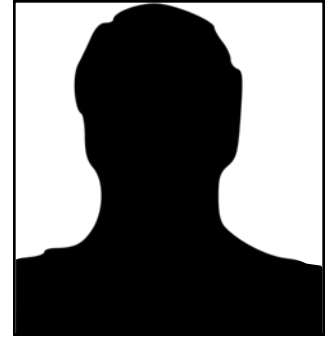
The best tip is to keep searching and use as many parameters as possible. If you run one search and don't find what you're looking for, don't quit, keep searching. Run multiple different parameters as sometimes the vehicle may not be classified in the databases as you would think. If you feel you have searched and still are not finding any results, contact CIB and we can assist anyway possible. CIB eTIME questions: [eTIME@doj.state.wi.us](mailto:eTIME@doj.state.wi.us).



Did you know that the CIB TIME System newsletter dates back to 1975? All editions of the TIME System Newsletter back to 1984 are available on WILEnet, with more coming soon!

## **Person with Information (PWI)**

Imagine this scenario: An officer makes a traffic stop for speeding and notices a juvenile female passenger in the vehicle. The officer queries the driver through the TIME System and receives a Missing Person Endangered response on a young female.



The above scenario is possible today if the agency that entered the Missing Person Endangered record also included Person with Information (PWI) data. PWI data requires name, sex, plus either a date of birth or a social security number. It optionally allows race, height, weight, eye color, hair color, skin tone, scars marks tattoos, and miscellaneous data. Entry of PWI information allows an officer to further investigate and determine if the juvenile passenger in the above scenario may be the Missing Person Endangered in the record. Without this information there may have been no reason for the officer to further investigate and potentially aid in the recovery of a missing person.

The TIME System and NCIC allow you to add a “Person with Information” individual to endangered or involuntary Missing Person files. This allows the missing person response to return when the “Person with Information” is run through the TIME System or NCIC.

Entry of a Person with Information (PWI) must follow certain guidelines from NCIC. These include the following:

1. When probable cause for arrest of the PWI nominee exists, a warrant must be obtained, entered into the Wanted Person File, and linked to the associated missing person record.
2. When probable cause for arrest of the PWI nominee exists, but a warrant cannot be readily obtained because of circumstances beyond the control of the investigating law enforcement agency, a Temporary Want should be entered into the Wanted Person File and linked to the missing person record.
3. If there is an active record in an unrelated matter in any person file for the PWI nominee, the record should be linked to the associated missing person record.
4. When neither 1, 2, nor 3 is possible, the PWI capability may be used only when all of the conditions outlined below exist simultaneously.
  - The missing person was last seen under circumstances that pose a risk to the safety of that person.
  - There is a “substantial likelihood” that the PWI has relevant information about the missing person that could result in the recovery of the missing person.
  - Entering identifying information concerning the PWI into the missing person file record could assist the appropriate law enforcement agency to identify and interview the PWI, and that the resulting information could assist in the recovery of the missing person.
  - The PWI cannot be located and time is of the essence.
  - There is no prohibition under the investigating agency’s state law on the publication of information concerning the identity of a person for whom a warrant has not been obtained.
  - The identity of the PWI has been disclosed to the general public through an Amber Alert or other formal notification.

Appropriate use of the PWI fields could make a significant difference in resolving a missing person case. Situations such as the scenario above illustrate the importance of using all our available resources to locate missing persons – this includes the Person with Information fields.

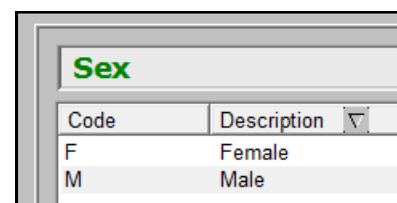


## Sex Code “U”

Effective December 2018, CIB will send all queries to NCIC with a sex code of “U”. As part of the person query, the user will continue to enter the appropriate sex (male or female). Once the query is submitted, CIB will change the sex code to “U” for Unknown behind the scenes.

As definitions change in response to shifts in society, it has become more difficult to place individuals in only one category for sex. The shifts in society have led to the following definitions: sex is defined as the sex at the time of birth; whereas gender is defined as the sex a person more closely relates to at a particular time in their life. As with Race, this has resulted in individuals no longer clearly fitting into the NCIC defined sex codes of male or female.

As with race, sex is a factor in the matching logic used within NCIC when returning responses to a query and this may result in a larger pool of hits on a person query. This change will have no impact on any of the other data services which are limited to male or female (i.e. DOT and CIB Hotfiles). In order to ensure you receive a response from those data services you will continue to declare male or female when submitting a query to the TIME System.



Sex	
Code	Description
F	Female
M	Male

## Canadian Records Removed from NCIC

Effective October 7, 2018, The Royal Canadian Mounted Police (RCMP) stopped contributing wanted persons, foreign fugitives, missing persons, unidentified persons, stolen guns and article records to NCIC. Any records that are currently in NCIC will be removed over the next twelve months.



Although Canadian records will no longer be available in NCIC, TIME System users can still gain access to those records. If your agency has a law enforcement reason and you believe there is a connection to Canada, you can query the Canadian Police Information Center (CPIC) through Nlets. Agencies should not configure their software applications to automatically send a Canadian query as a default. Portal100 query forms can be found under the Canadian Files menu. Gun and article queries to CPIC are not currently available via the eTIME Browser.



## **Live Scan Grant Funding Available**

Approximately \$451,000 in funds is now available under the National Criminal History Improvement Program (NCHIP). These funds will support the purchase and installation of “livescan” or electronic fingerprint capture devices in municipalities and counties throughout Wisconsin. Priority consideration for funds will be given to agency applications that demonstrate compliance with the items listed below. A local match of 10% is required for each grant. It is anticipated that DOJ will fund approved applications from each agency up to \$25,000.

### **Priority consideration will be given to applications that demonstrate the following:**

1. Agencies that apply to upgrade their livescans to start capturing and submitting mug shots and palm prints.
2. Agencies that do not currently have a livescan device and will start to submit prints electronically vs. on paper and/or via another agency. Livescan devices must be capable of capturing and submitting mug shots and palm prints.
3. Agencies that apply for an additional livescan device to better enable the fingerprinting of juveniles ensuring compliance with jail policy or state law.

### **Important Dates and Contact Information:**

- Application Due Date: January 7, 2019
- Project Start Date: February 1, 2019
- Project End Date: June 30, 2019

#### Program/Policy:

Dennis Powers (608) 264-9441 or  
[powersdj@doj.state.wi.us](mailto:powersdj@doj.state.wi.us)

#### Budget/Fiscal:

Jannifer Ayers (608) 267-2115 or  
[ayersjl@doj.state.wi.us](mailto:ayersjl@doj.state.wi.us)

#### Forms/Signatures:

Sabrina Gentile (608) 266-7639 or  
[gentilesm@doj.state.wi.us](mailto:gentilesm@doj.state.wi.us)



### **APPLICATIONS MUST BE SUBMITTED THROUGH THE EGRANTS ONLINE GRANTS MANAGEMENT SYSTEM.**

#### Links:

<https://www.doj.state.wi.us/dles/grants/grants>  
<https://egrants.doj.state.wi.us/EGMIS.WebUI/Login.aspx?timeout=never>

Egrants Assistance: Weekdays, 8am – 4:30pm

Email: [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us)

Local calls: (608) 267-9068

Toll free: (888) 894-6607



## CIB Contacts



	<u>Name</u>	<u>Telephone</u>	<u>Fax Number</u>	<u>Email</u>
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Training Officer	Jodi Hollister	608-266-9341	608-267-1338	hollisterja@doj.state.wi.us
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TIME Billing			608-267-1338	timebilling@doj.state.wi.us
AFIS Operations Manager	Adrianna Bast	414-382-7500	414-382-7507	bastar@doj.state.wi.us
Criminal History Section (Record Check & Criminal Records) Supplies and Imaging	Katie Schuh	608-266-0335	608-267-4558	schuhkr@doj.state.wi.us
	Jon Morrison	608-261-6267	608-267-4558	morrisonjd@doj.state.wi.us
Firearms Unit	Andrew Nowlan	608-267-2776	608-267-1338	nowlanam@doj.state.wi.us
TRAIN		608-266-7792	608-267-1338	cibtrain@doj.state.wi.us
WIJIS Justice Gateway	Zach Polachek	608-264-9470	608-266-6924	wijis@doj.state.wi.us
TSCC		608-266-7633	608-266-6924	
WILEnet		608-266-8800		wilenet@doj.state.wi.us

Check the WILEnet website for additional data at [www.wilenet.org](http://www.wilenet.org)